

3/1/97
G2

Bulletin No. 97-7

P-2560

P-2560 Miscellaneous (Continued)

G. Work Registration (Continued)

1. Work Registration for Those Not Subject to the Work Requirement for Able-Bodied Adults Without Dependents

Use a DSW 218FSWR (Food Stamp Work Registration Form) to register all individuals required to register for work (273.7a-b) when they are exempt from the work requirement for able-bodied adults without dependents at 273.7q. Currently, the work requirement for able-bodied adults without dependents is waived for individuals in all districts except Burlington, Springfield, and Bennington. File the DSW 218FSWR in the case record.

2. Work Registration for Those Subject to the Work Requirement for Able-Bodied Adults Without Dependents

Use a DSW 218 (Food Stamp Work Registrant's Rights and Responsibilities) to register all individuals subject to the work requirement. Follow these steps:

- Have the mandatory registrant sign a DSW 218FS. The person applying for the household may register the other household members for work. Three household members may be registered on each DSW 218FS. The applicant/recipient must receive a copy of the DSW 218FS for each registered household member.
- Schedule an appointment with DET for each mandatory registrant. The appointment is generally scheduled for the same day or within the next two days. Complete the top of the DSW 218FS with this information and distribute copies as indicated on the form. Do not grant an initial application until you have confirmation from DET on an ET-910 that the individual has registered. If the household is eligible, however, for expedited service, grant for one month.
- Tell the applicant/recipient that it is his or her responsibility to give each household member registered for work a copy of the DSW 218FS explaining his or her rights and responsibilities. File a copy in the case record with a notation that copies were given to the applicant. Forward one copy to DET.

When applicants/recipients are referred to DET, they are placed in a mandatory job search that may include participation in job clubs, or individualized or group job search, for eight weeks (20 hours each week).

Applicants/recipients will also be given the opportunity to volunteer for a work-for-benefits program immediately. The DET worker will reinforce the information in the grant letter about the work requirement. He or she will also explain that, if the individual does not participate or otherwise meet the work requirement by the 15th of the third month of eligibility and has no exemptions from the work requirement, eligibility will end after three months of benefits.

Vermont
Stamps
Social Welfare

PROCEDURES

Food

3/1/97
G3

Bulletin No. 97-7

P-2560

P-2560 Miscellaneous (Continued)

G. Work Registration (Continued)

a. Actions to take Upon Receipt of an ET-910 from DET

Whenever an individual's status changes (for example, he or she refuses a job referral), DET will send you an ET-910. The DET worker may first call you with a status change but will always follow-up that call with an ET-910. You may act on the basis of the phone call, but make sure that you receive the ET-910 as documentation.

- Follow procedures for exempting a registrant from the work registration requirement (see above) or the work requirement (see P-2560 J) when the DET worker notifies you of a valid reason for exemption on the ET-910.
- Issue a check for \$25.00 to the registrant, along with a DSW 218FSB (Food Stamp Work Registration Letter), when the DET worker requests it on an ET-910. Participants in job search or a work-for-benefits program may receive this payment to help cover their participation costs.
- When a DET worker notifies you on an ET-910 that an individual has failed to comply with work registration requirements at 273.7e without good cause, process the individual's disqualification for food stamps, according to 273.7g and 273.7h.
- If the ET-910 shows that an individual has failed to volunteer for a work-for-benefits program and the individual has no exemption (see P-2560 J), update the corresponding code in ACCESS. Because work-for-benefits is a voluntary program, a registrant is not disqualified for failing to volunteer.

b. Required Notice to DET of Actions Related to a Registrant's Eligibility for Food Stamp Benefits

Call the DET worker, send a message via ACCESS or e-mail, or send an ET-910 when a registrant becomes ineligible for food stamp benefits, has benefits reinstated pending a fair hearing, or becomes exempt from the work requirement for able-bodied adults without dependents at 273.7q.